



ELECTRONIC PROOF OF CLAIM PROGRAM

OVERVIEW

The Electronic Proof of Claim (ePOC) program permits proofs of claims and certain other types of documents to be filed directly from the court's website. Submitting an ePOC document for entry in the claims register does not require a CM/ECF login. In addition, no claim form is needed for submitting an original or amended proof of claim – the data entered in the ePOC system will create and file an Official Form B 10 – Proof of Claim, although the filer must upload any supporting documents as PDF files. The following types of documents may be filed with the court using the ePOC program:

- Proof of Claim – Original or Amended
- Withdrawal of a Claim
- Rule 3002.1 Claim Supplements:
 - Notice of Mortgage Payment Change
 - Notice of Postpetition Fees, Expenses, and Charges
 - Response to Notice of Final Cure Payment

(Note: Other types of documents, such as notice of a transfer of a claim or request for payment of an administrative expense, require a CM/ECF login for electronic filing. Creditors may apply for a CM/ECF Limited/Creditor User account at the court's website: www.nmb.uscourts.gov.)

SIGNATURES

Submitting a document in the ePOC system in full compliance with the court's procedures - including accurately entering the data requested, acknowledging the filer's duty to redact protected personal identifiers, properly uploading documents as PDF files, and correctly entering a randomly generated verification code – shall serve as the submitting individual's signature on the documents, with the same force and effect as if that individual had signed a paper copy of the document.

TECHNICAL REQUIREMENTS

Browser: The ePOC program requires use of Internet Explorer 8 or the latest version of Chrome and Firefox.

PDFs: When submitting an original or amended proof of claim, the ePOC program will create and file a completed, signed claim form, a copy of which may be printed or saved as part of the process. However, any supporting documents and attachments must be uploaded as PDF files. Documents other than proofs of claim also need to be prepared as PDFs in order to be uploaded and filed with the court. Each PDF file may be created by scanning or using software, and should not exceed 3.0 MB in size.

FILE A PROOF OF CLAIM – ORIGINAL OR AMENDED

- ① From the court's website, click **Electronic Services, Claims E-Filing**.
- ② Click **>SUBMIT a Proof of Claim or Amend a Proof of Claim**.
- ③ The File Claim screen displays.

File Claim

Case Number

Name of Creditor

Filed by

REDACTION RESPONSIBILITY: All filers must redact: Social Security or taxpa numbers; dates of birth; names of minor children; and financial account numbers, in compliance with Fed. R. Bankr. P. 9037. This requirement applies to all documents, including attachments.

☐ I understand that, if I file, I must comply with the redaction rules. I have read this notice.

NOTE: This form should not be used to make a claim for an administrative expense arising after the commencement of the case. A "request" for payment of an administrative expense may be filed pursuant to 11 U.S.C. § 503.

Recent security enhancements require Internet Explorer 8 or the latest Chrome/Firefox web browser

- Enter the case number.
- Enter the name (or a portion of the name) of the creditor filing the claim. If only a portion of the creditor's name is entered, the program will pull all the creditors in the case that contain the entered letters.
- Select the party type filing the claim using the dropdown list. Note: Select **Creditor Attorney** if you are the creditor's attorney and would like to record the creditor address and your address on the claim form and be added to the creditor list.
- Read the redaction notice and check the box to confirm compliance with Fed. R. Bankr. P. 9037.
- Click **Next**.

- 4 If you selected **Creditor Attorney** as the filing party on the previous screen, you will be prompted to enter your name and address. Enter the information and click **Next**.

Name of Attorney	<input type="text"/>		
Address where notices should be sent	<input type="text"/>		
	<input type="text"/>		
(City, State, Zip)	<input type="text"/>	<input type="text" value="v"/>	<input type="text"/> - <input type="text"/>
<input type="button" value="Next"/>			

Your name will be added to the PDF of the claim and to the creditor list for this case. For example:

B10 (Official Form 10) (04/13)		
UNITED STATES BANKRUPTCY COURT New Mexico TEST Database		PROOF OF CLAIM
Name of Debtor: Spencer Tracey Veronica Tracey	Case Number: 14-10187	FILED U.S. Bankruptcy Court New Mexico TEST Database 12/23/2014 Norman H. Meyer, Jr., Clerk COURT USE ONLY
NOTE: Do not use this form to make a claim for an administrative expense that arises after the bankruptcy filing. You may file a request for payment of an administrative expense according to 11 U.S.C. § 503.		
Name of Creditor (the person or other entity to whom the debtor owes money or property): County of Bernalillo		
Name and address where notices should be sent: County of Bernalillo PO Box 15700 Rio Rancho, NM 87174	Test Attorney Atty for Creditor PO Box 1234 Albuquerque, NM 87114	<input type="checkbox"/> Check this box if this claim amends a previously filed claim. Court Claim Number: <input type="text"/> <i>(J)</i> Filed <input type="text"/>
Telephone number: 505-348-2446	email: ecfhel@nmcourt.fed.us	<input type="checkbox"/> Check this box if you are a trustee

- 5 Select the creditor filing the claim or select **Creditor not listed** to add a new creditor. If the creditor is shown without an address, choose **Creditor not listed**.

<input type="radio"/> Non-Filing Spouse 123 Main St Albuquerque, NM	<input type="radio"/> Personal Credit	<input type="radio"/> Swedish / Porter EKG PO Box 630759 Cincinnati, OH 45274-0001
<input type="radio"/> Waste Management of NM PO Box 15700 Rio Rancho, NM 87174	<input type="radio"/> Western Funding Inc PO Box 94858 Las Vegas, NM 89193-4858	<input type="radio"/> Wildlife Explorer PO Box 650374 Dallas, TX 75265-0374
<input type="radio"/> Creditor not listed		

- 6 The **Claim Information** screen displays. Complete the proof of claim form by entering all the appropriate information that applies to your claim. You hover the mouse over the link to view official instructions and definitions or click the hyperlink to open a separate window containing the instructions for the form.

Case and Creditor Information

United States Bankruptcy Court New Mexico TEST Database	
Debtor **	Spencer Tracey
Joint Debtor	Veronica Tracey
Case Number	14-10187
Name of Creditor	ABC Creditor
Address where notices should be sent	123 Loan Lane
(City, State, Zip)	Los Angeles, CA 93303
Telephone Number:	202-123-1234
Email:	ecfhelp@nmcourt.fed.us

- Verify the debtor name and case number.
- Verify the creditor information.
- Enter the creditor's telephone number and email address. The email address is required and filers will not be allowed to continue if this information is not provided.

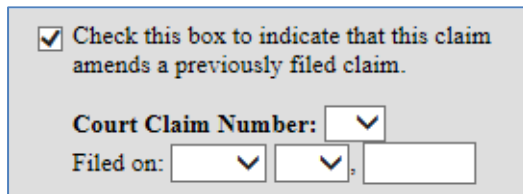
Payment Address

If the payment address differs from the address where notices should be sent, check the box and add the payment address information.

<input checked="" type="checkbox"/> Payment Address differs from Notice Address	
Address where payments should be sent	
(City, State, Zip)	
Telephone Number:	
Email:	

Amended Claim

If you are filing an amended claim, check the box located above Item 1:

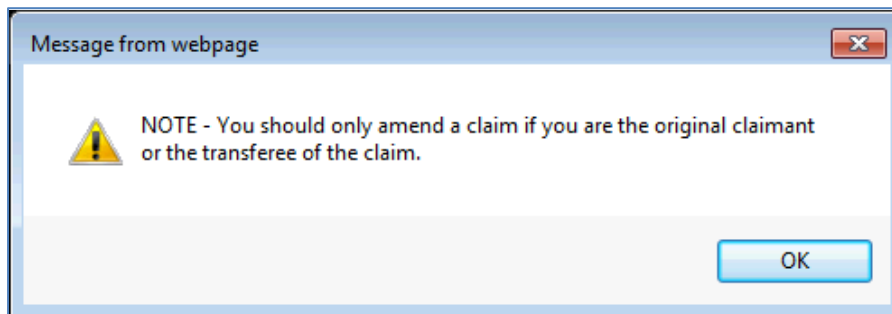


☒ Check this box to indicate that this claim amends a previously filed claim.

Court Claim Number:

Filed on:

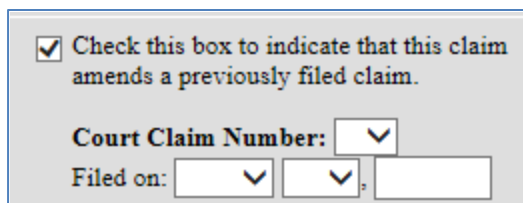
A warning message displays advising that only the original claimant or transferee of the claim should amend a claim. Click **OK** to continue.



Click the **Court Claim Number** dropdown arrow to view a list of claims filed by the creditor. Select the claim number to be amended. The **Filed on** date will automatically populate based on the claim number selected. **Be sure to select the correct claim number.**

If you check the box to amend a claim and no claim number is shown in the dropdown box, there is not a claim associated with that creditor.

After checking the box, you may edit the creditor's address if necessary. This will update the creditor's address in the court database and on the Proof of Claim form.



☒ Check this box to indicate that this claim amends a previously filed claim.

Court Claim Number:

Filed on:

Unknown Amount of Claim

If you do not know the amount of the claim at this time, enter "0.00" and a brief explanation in the **Comment** box. Be sure to attach documentation to support your explanation.

1. Amount of Claim as of Date Case Filed:

If all or part of your claim is secured, complete item 4 below; however, if all of your claim is unsecured, do not complete item 4.
If all or part of your claim is entitled to priority, complete item 5.

☐ Check this box if claim includes interest or other charges in addition to the principal amount of the claim. Attach itemized statement of all interest or additional charges.

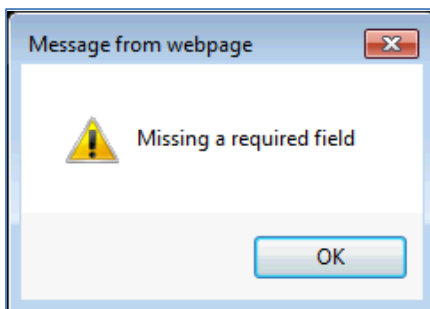
If you have entered a claim amount of \$0, the claim amount is unknown, or the claim is unliquidated, please enter a brief explanation.
Comment:

The entered explanation will display in the Remarks section on the claims register.

Creditor: (670930) Xpress Furniture 9339 Barclay Bay Blvd. Honolulu, HI 49484 Amount claimed: \$0.00	Claim No: 2 Original Filed Date: 11/07/2013 Original Entered Date: 11/07/2013	Status: Filed by: CR Entered by: ADE Modified:
History: Details 2-1 11/07/2013 Claim #2 filed by Xpress Furniture, Amount claimed: \$0.00 (ADE)		
Description: Remarks: (2-1) Filer Comment: Unknown at this time		

Required Fields

If a required field is not completed, the following message displays:



Click **OK** and the cursor will appear in the box that is missing information.

The following fields are required:

- Creditor email address
- Item 1 - Amount of Claim as of Date Case Filed
- Item 1 - Comment (required only if a claim amount of 0.00 has been entered)
- Item 8 – Role of the individual filing the claim (e.g., *I am the creditor, I am the creditor's authorized agent, etc.*)
- Item 8 – Signature of individual submitting the claim and declaring that the information is true and correct

Supporting Documentation

Click **Yes** or **No** in the **Attachments** section of the claim. You will be prompted to upload supporting documents after the claim is submitted.

Attachments:

- Necessary documentation can be attached to the Proof of Claim after the information for the form is submitted.
- Attachments to the Proof of Claim are required to be PDF files.
- Attachments to the Proof of Claim are NOT to exceed 3.5 MB Mb in size.
- Multiple attachments to the Proof of Claim are permitted.
- **Do not upload a completed Proof of Claim form as an attachment to this filing.** Attaching a completed Proof of Claim will result in multiple versions of the form being filed (the electronically created proof of claim form plus the proof of claim attached). If filing an Amended Proof of Claim, the attachment of the previously filed claim is allowed.

Do you wish to attach supporting documentation? ☐ Yes ☐ No

Note: You will have the option to select files to upload for this claim once you click on the "Submit Claim" button below

- 7 When you are done entering the applicable claim information, enter the **Verification Code** and click **Submit Claim**.

A screenshot of a web form for entering a verification code. It features a text input field containing the number '9164', followed by an empty text input field. To the right of the second field is the label 'Enter Verification Code (code is all numbers)'. Below the input fields are two buttons: 'Submit Claim' and 'Clear Form'. To the right of these buttons is a red text note: '** Verify debtor name(s) prior to submitting claim to be filed.'

- 8 If you are attaching supporting documentation, you will do so now.

A screenshot of a web interface titled 'United States Bankruptcy Court New Mexico TEST Database'. Below the title is a section header 'SUPPORTING DOCUMENTATION (files should be limited to 3.5 MB Mb in size.)'. Under this header is a file upload area with a 'Choose File' button and the text 'No file chosen'. At the bottom of the section are two buttons: 'Add Attachment' and 'File Proof of Claim'.

- Click **Browse** to choose the PDF for upload.
- Open it by right-clicking on your mouse and viewing the PDF to verify you have selected the correct document.
- Double-click on the file or click the Open button in the lower right corner of the File Upload pop-up box to select the PDF for uploading.
- Click **Add Attachment**.
- To upload additional attachments, click **Add Additional Attachment** and repeat

the process.

- Once all PDFs have been uploaded, click **File Proof of Claim**.

- 9 After clicking **Submit Claim** and/or **File Proof of Claim**, a verification screen displays. Click the claim number hyperlink to view, print and/or save your filed claim.

United States Bankruptcy Court New Mexico TEST Database

Successful verification ...

Processing

Your claim was successfully filed in case number 14-10187.
Your claim number is 2.

Open in new window: Click [2](#) to view/print your filed claim.

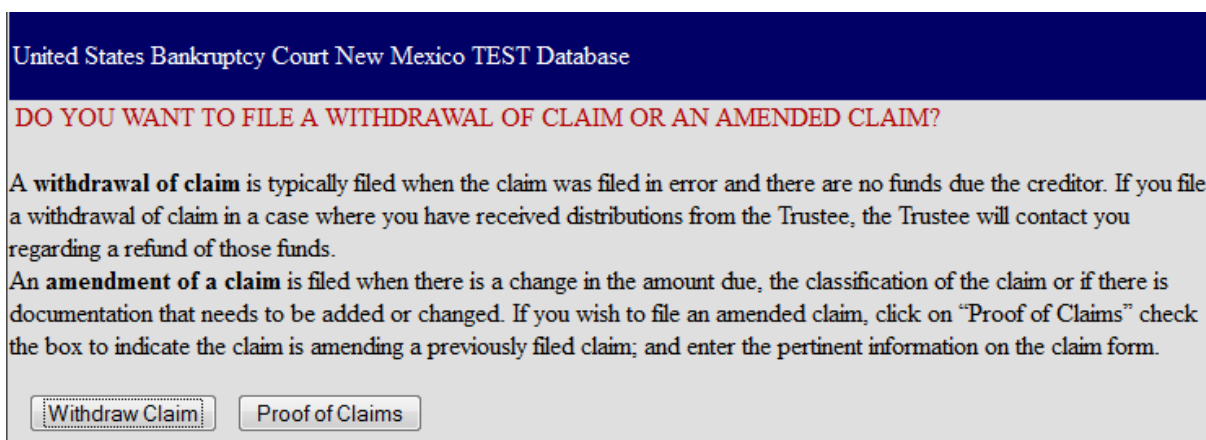
*Note: Any attachment(s) added will **NOT** be available to view/print unless you have a Pacer account.*

[File additional claims](#)

WITHDRAWAL OF A CLAIM

To withdraw a previously-filed claim, you must first create a document which withdraws the claim. The document should include the following information: filing party, case number, debtor name(s), claimant name, claim number and amount, and reason for the withdrawal. The document must also include the name of the individual authorizing the withdrawal.

- 1 From the court's website, click **Electronic Services, Claims E-Filing**.
- 2 Click **>Withdraw a Proof of Claim (PDF required)**.
- 3 Read the explanation. Click **Withdraw Claim** to continue.



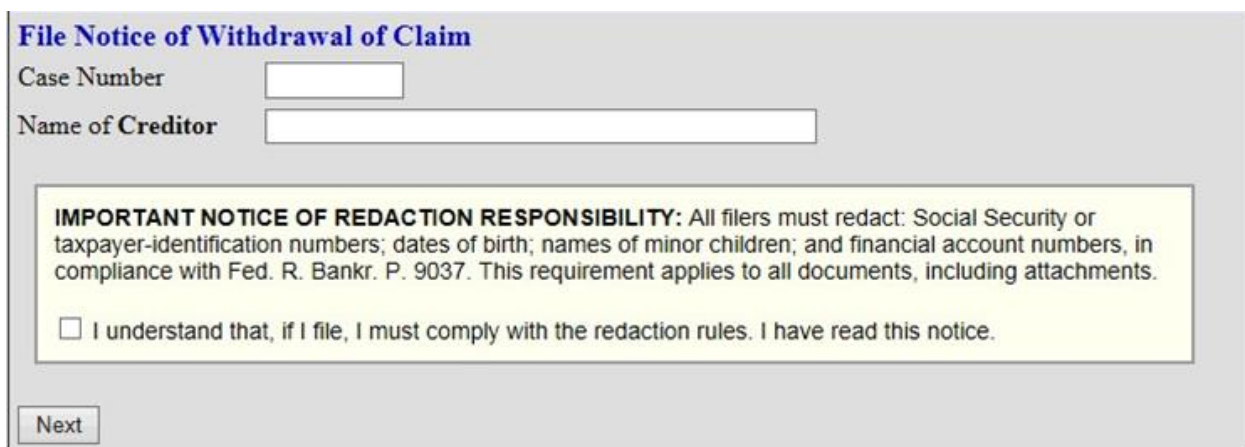
United States Bankruptcy Court New Mexico TEST Database

DO YOU WANT TO FILE A WITHDRAWAL OF CLAIM OR AN AMENDED CLAIM?

A **withdrawal of claim** is typically filed when the claim was filed in error and there are no funds due the creditor. If you file a withdrawal of claim in a case where you have received distributions from the Trustee, the Trustee will contact you regarding a refund of those funds.

An **amendment of a claim** is filed when there is a change in the amount due, the classification of the claim or if there is documentation that needs to be added or changed. If you wish to file an amended claim, click on "Proof of Claims" check the box to indicate the claim is amending a previously filed claim; and enter the pertinent information on the claim form.

- 4 The filing screen displays.



File Notice of Withdrawal of Claim

Case Number

Name of Creditor

IMPORTANT NOTICE OF REDACTION RESPONSIBILITY: All filers must redact: Social Security or taxpayer-identification numbers; dates of birth; names of minor children; and financial account numbers, in compliance with Fed. R. Bankr. P. 9037. This requirement applies to all documents, including attachments.

☐ I understand that, if I file, I must comply with the redaction rules. I have read this notice.

- Enter the case number.

- Enter the name (or a portion of the name) of the creditor withdrawing its claim. If only a portion of the creditor's name is entered, the program will pull only the claims in the case that contain the entered letters.
- Read the redaction notice and check the box to confirm compliance with Fed. R. Bankr. P. 9037.
- Click **Next**.

5 The withdrawal screen displays.

United States Bankruptcy Court New Mexico TEST Database

Case Number

14-10187

Debtor **

Spencer Tracey

Joint Debtor

Veronica Tracey

Select Claim(s) to be Withdrawn

Claim	Creditor	Total Claimed	Filed
<input type="checkbox"/> 1	New Century Mortgage	\$0.0	12/22/2014
<input type="checkbox"/> 2	County of Bernalillo	\$5000.0	12/23/2014
<input type="checkbox"/> 3	Cellular One	\$5000.0	12/23/2014

Documents:

- Documents are required to be PDF files.
- Documents are NOT to exceed 3.0 MB in size.
- The Proof of Claim being withdrawn should NOT be attached to represent the withdrawal of claim document.

Select the Notice of Withdrawal of Claim (required)
No file selected.

Penalty for making a false statement: Fine of up to \$500,000 or imprisonment for up to 5 years, or both.
18 U.S.C. §§ 152 and 3571.

4109

Enter Verification Code

** Verify debtor name(s) prior to submitting withdrawal.

- Verify the case number and debtor name.
- Select the claim(s) to be withdrawn. **Be sure you are selecting the correct claim to withdraw.**
- Click **Browse** to choose the PDF of the notice of withdrawal of claim for upload.
- Open it by right-clicking on your mouse and viewing the PDF to verify you have selected the correct document.
- Double-click on the file or click the Open button in the lower right corner of the File Upload pop-up box to select the PDF for uploading.
- Review the penalty for making a false statement.

- **Enter Verification Code.**
- Click **Submit Withdrawal of Claim.**

6 The verification screen displays.

United States Bankruptcy Court New Mexico TEST Database

Successful verification ...

Processing

The following Withdrawal of Claim has been filed

Case Name: Spencer Tracey and Veronica Tracey


Case Number: 14-10187

Docket Text: Withdrawal of Claim Nos. 3 (Cellular One).


Notice of this filing will be electronically mailed to all attorney and trustee parties associated in this case.

[File additional Withdrawals](#)

7 The withdrawal of claim is docketed in CM/ECF.

11/07/2013	 2 (1 pg)	Withdrawal of Claim Nos. 3 (Bank of Barclay) (Entered: 11/07/2013)
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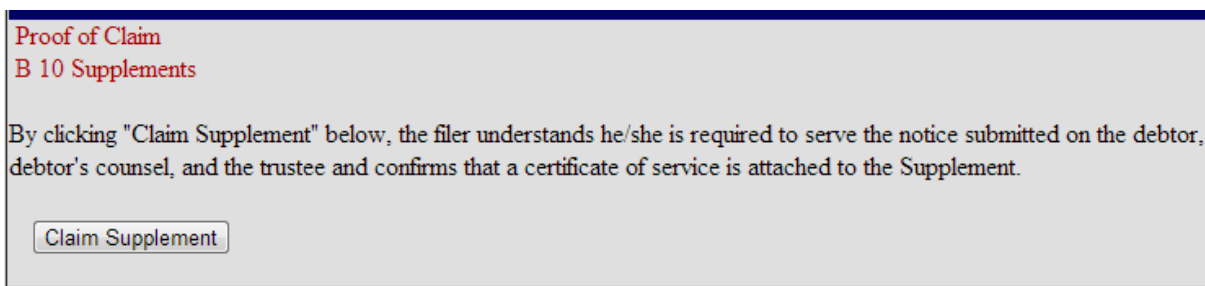
8 The withdrawal is also reflected on the claims register.

Creditor: (25996) Cellular One PO Box 78838 Phoenix, AZ 85062-8838	Claim No: 3 Original Filed Date: 12/23/2014 Original Entered Date: 12/23/2014	Status: 4 Filed by: CR Entered by: Melo Modified:
Amount claimed: \$5000.00		
History:		
Details	 3-1	12/23/2014 Claim #3 filed by Cellular One, Amount claimed: \$5000.00 (Siefert, Melody)
	4	12/23/2014 Withdrawal of Claim Nos. 3 (Cellular One)

RULE 3002.1 CLAIM SUPPLEMENTS

The ePOC program may also be used to file notices related to chapter 13 claims pursuant to Fed. R. Bankr. P. 3002.1: Notice of Mortgage Payment Change, Notice of Postpetition Fees, Expenses, and Charges and Responses to Notice of Final Cure Payment.

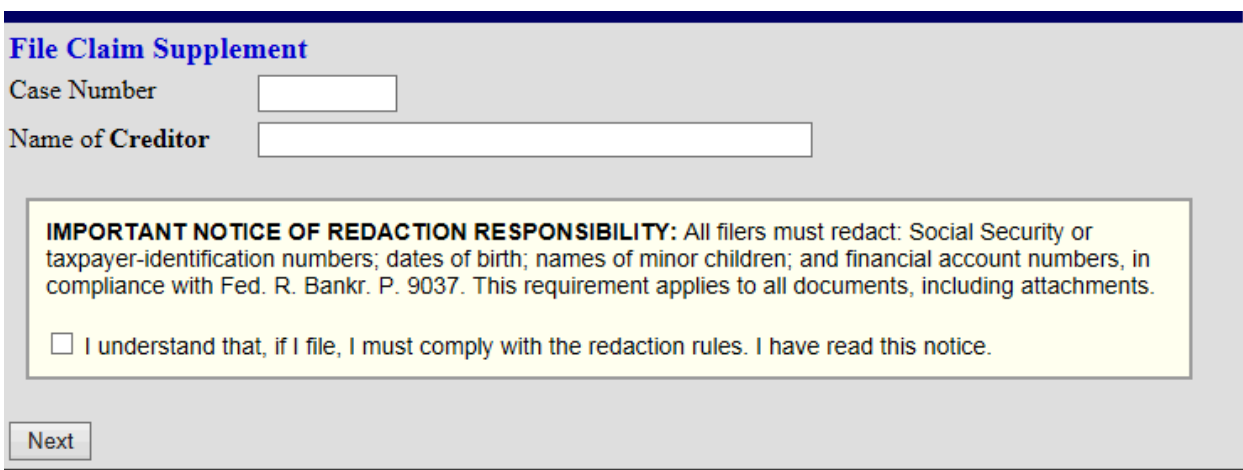
- ① From the court's website, click **Electronic Services, Claims E-Filing**.
- ② Click **>File a Claim Supplement (PDF required)**.
- ③ Read the explanation. Click **Claim Supplement** to continue.



Proof of Claim
B 10 Supplements

By clicking "Claim Supplement" below, the filer understands he/she is required to serve the notice submitted on the debtor, debtor's counsel, and the trustee and confirms that a certificate of service is attached to the Supplement.

- ④ The filing screen displays.



File Claim Supplement

Case Number

Name of Creditor

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☐ I understand that, if I file, I must comply with the redaction rules. I have read this notice.

- Enter the case number.
- Enter the name (or a portion of the name) of the creditor supplementing its claim. If only a portion of the creditor's name is entered, the program will pull only the claims in the case that contain the entered letters.
- Read the redaction notice and check the box to confirm compliance with Fed. R. Bankr. P. 9037.
- Click **Next**.

5 The supplemental screen displays.

Insert new image once ryan makes change

- Verify the case number and debtor name.
- Select the claim to be supplemented. **Be sure you are selecting the correct claim to supplement.**
- If the claim has NOT been filed, check the box indicating that your claim is NOT listed above and enter the **Creditor Name**.
- Click **Browse** to choose the PDF of the supplemental document for upload. **The supplement and certificate of service must be attached as a single PDF.**
- Open it by right-clicking on your mouse and viewing the PDF to verify you have selected the correct document.
- Double-click on the file or click the Open button in the lower right corner of the File Upload pop-up box to select the PDF for uploading.
- Review the penalty for making a false statement.
- **Enter Verification Code.**
- Click **Submit Supplement.**

6 The verification screen displays.

United States Bankruptcy Court New Mexico TEST Database

Successful verification ...

Processing

The following Supplement of Claim has been filed

Case Name: Spencer Tracey and Veronica Tracey

Case Number: 14-10187

Docket Text: Supplement of Claim No. 2 (County of Bernalillo).

[File additional Supplements](#)

7 The supplement displays on the claims register.

Creditor: (25999) New Century Mortgage 17701 Kowan Street Irvine, CA 92614	Claim No: 1 Original Filed Date: 12/22/2014 Original Entered Date: 12/22/2014	Status: Filed by: C Entered by: Modified:
Amount claimed: \$0.00		
History: Details 1-1 12/22/2014 Claim #1 filed by New Century Mortgage, Amount claimed: \$0.00 (ePOC) doc 12/23/2014 Notice of Mortgage Payment Change of Claim No. 1 filed by New Century Mortgage		

- 8 The claim supplement will also display on the docket sheet.



[doc](#) Notice of Mortgage Payment Change of Claim No. 1 filed by New Century Mortgage (Entered: 12/23/2014 at 09:25:45)